



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director Ashley Porter

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 7, 2020  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:  
Toll-Free Dial-In Number: (877)778-1806  
CONFERENCE CODE 891949**

**Download Agenda Packet and Materials at <http://www.todb.ca.gov/>**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m- by President Bill Pease.
2. Pledge of Allegiance- by Director Mayer
3. Oath of Office for Appointed Board Member- Administered by General Manager Mike Davies.
4. Roll Call- All present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

Public Comment Regarding:

- Comment regarding General Manager and political signs.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of September 16, 2020 Regular Board of Director's meeting.
2. Approve DRAFT minutes of September 23, 2020 Special Board of Director's meeting.
3. Approve DRAFT minutes of October 1, 2020 Special Board of Director's meeting.
4. Approve Register of District Invoices.

Director Kevin Graves made a motion to accept the Consent Calendar as presented.

Vice President Bryon Gutow second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Mike Sheafer, Special District Risk Management Authority, Presentation of 2020 Earl F. Sayre Excellence in Safety Award for the Property/Liability Program – Large Member Category  
Mike Sheafer, Special District Risk Management Board President, congratulated Director Ashley Porter on her new position with the Board. He also congratulated Town of Discovery Bay for their success in

safety which has earned them the 2020 Earl F. Sayre Excellence in Safety Award for the Property/Liability Program in the Large Member Category. He pointed out that Town of Discovery Bay Community Service District has had no Property or Liability claims in the last year and the Town is a very valued member within SDRMA. Commended the Town for its accomplishments on behalf of SDRMA CEO Laura Gill, SDRMA Chief Member Services Officer Ellen Doughty and SDRMA Chief Risk Officer Debbie Yakota. Mike Sheafer also provided high praise for the Town's designation as a District of Distinction with California Special Districts Association.

2. Assembly Member Jim Frazier, District 11- not in attendance.
3. Supervisor Diane Burgis, District III Report.  
Deputy Chief of Staff for Diane Burgis, Lea Castleberry provided update on tier adjustment for Contra Costa County COVID19 status. Modified reopening for certain businesses has been allowed. Contra Costa County has increased access to free COVID-19 testing sites. Free flu vaccines are offered for anyone receiving a test for COVID-19.
4. Sheriff's Office Report.  
Lieutenant Mark Johnson provided an update for the month of September. Another license plate reader will be installed in the Regatta Drive area. Lowest crime rate since January. Identity theft crime is going up, advising public to be diligent. Shoplifting at the Safeway and CVS in the Sandy Cove Shopping Center is still happening. Warned the community about locking vehicles. There are criminals walking around and looking for unlocked cars.
5. CHP Report- not in attendance.
6. East Contra Costa Fire Protection District Report.  
East Contra Costa Fire Department Battalion Chief Ross Macumber provided an update for the month of September. Reminded the community that fines are still being issued for any overgrown weeds. There is a new Fire Engine in service.

#### **E. LIAISON REPORTS**

#### **F. PRESENTATIONS**

#### **G. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action to Establish an Updated and Restated Employee Personnel Manual and Approve Resolution No. 2020-21.  
General Manager Mike Davies discussed recommended amendments to the Personnel Manual. Recommended change to revise 457B plan for employees. Current Personnel Manual states employee is the sole contributor, amendment will reflect a match from the Town. The Town will also need to approve the amount of the match annually.  
Second recommended amendment to the Town's Personnel Manual is regarding employee vacation accrual. At this moment employees accrue one week of vacation per year, but they are not allowed to take it until after they have been an employee for a full year. Discussion will be to accrue two weeks per year and employee will be allowed to take one week of vacation in their first year of employment. Town is requesting that Board approve Resolution 2020-21 which will allow for these changes to the Employee Personnel Manual.  
Director Bill Mayer made motion to approve Resolution 2020-21 and allow for the Employee Personnel Manual changes as presented.  
Second by Director Kevin Graves.  
Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

#### **H. MANAGER'S REPORT**

1. Landscape Update.  
Parks and Landscape Manager Bill Engelman provided an update on Terracare's landscaping work at the Community Center and Discovery Bay Boulevard. Town landscaping crew has continued its work on several locations throughout the Town.  
President Bill Pease asked about locations that have not been addressed by Terracare.  
Parks and Landscape Manager Bill Engelman advised these are areas Terracare will get to in the next two weeks.  
President Bill Pease inquired about color dye being applied to the weed killing spray for landscape.  
Parks and Landscape Manager Bill Engelman advised the Town has also purchased this blue spray in order to start using it.  
President Bill Pease advised it helps the community identify the landscape work that is being done.  
Director Bill Mayer questioned irrigation issues.  
Parks and Landscape Manager Bill Engelman advised some irrigation controllers are being fixed.  
Director Bill Mayer asked about the stress on the grass at some of the parks in Town.

Parks and Landscape Manager Bill Engelman indicated landscape at the parks is being repaired. Director Kevin Graves advised on overwatering. Water flows into property of residents when Cornell Park is overwatered.

Vice President Bryon Gutow asked timeframe for Clipper Drive landscaping and the exact location of the project.

Parks and Landscape Manager Bill Engelman advised that Clipper Drive will be done in sections until it is all completed.

Vice President Bryon Gutow asked Parks and Landscape Manager Bill Engelman to present a list of things he would like to get accomplished in the next year to the Parks and Recreation Committee. Vice President Bryon Gutow spoke about the deterioration of fencing in Zone 9 and the hope to have Parks and Landscape Manager Bill Engelman bring forth an idea of what possibilities he sees for this Zone.

Director Kevin Graves asked Water and Wastewater Manager Aaron Goldsworthy about a broken pipe on Clipper Estates.

Water and Wastewater Manager Aaron Goldsworthy advised a hydrant valve had blown out and corroded the area on the boulevard as you enter Clipper Estates. It is an issue that presents itself throughout the town due to the material used to make these valves.

Director Kevin Graves asked if an update will be given at some point during a Water and Wastewater Committee Meeting.

Director Bill Mayer asked for speakers to amplify their voices, at times it becomes difficult to hear.

## **I. GENERAL MANAGER'S REPORT**

General Manager Mike Davies advised the Board that upon direction from the Board, Town staff met with Adams Pool Solution's staff to proceed with the refurbishment of the pool under the existing contract. Due to the delay in work, there is an increased cost of \$22,575. The Town has continued to look for creative solutions to improve programs and services to the community. During the walkthrough with Adam's Pool Solution, their team was asked about the potential for adding an extra lap lane and squaring off two corners during the refurbishment process. This option will also elongate the shallow end of the pool to allow it to meet the 25 yard regulations. With the community focus being on a six lane pool appropriate for competition swim meets, this option had not been considered before. The presented option will not allow for a competitive swim meet pool; however, it will offer a four lane pool that can be used for expanded aquatic programming.

General Manager Mike Davies advised that adding an extra lap and squaring off two corners would cost \$52,000 which includes the amount of the increase due to the delay. The option to add an extra lap lane, square off two corners and elongate the pool to meet regulations would be a total of \$104,500.

General Manager Mike Davies presented the Board with a diagram of the two options he mentioned which will be posted on the Town website as Additional Material.

If the Board agrees to one of the options mentioned tonight, General Manager Mike Davies will prepare a Change Order Scope of Work for the next Board Meeting. If the Board consensus is to proceed with the refurbishment without modifications to the contract with Adams Pool Solutions, General Manager Mike Davies does not require any further Board action.

President Bill Pease asked if the Board could discuss this item.

Legal Counsel Andy Pinasco advised that discussion will fall into the Brown Act. Legal Counsel also presented the option to present this at future Board meeting if Board is not prepared to make a motion today.

President Bill Pease requested to have this item brought back after the community has had a chance to review it. He asked to have this item placed on the next agenda for discussion.

Director Kevin Graves asked if this would pose an issue with the timeframe.

General Manager Mike Davies declares this doesn't pose an issue for completion of the pool with Adam's Pool Solutions' timeframe.

Director Kevin Graves asked for specifics in extending the shallow end and squaring off the corners.

Legal Counsel Andy Pinasco requested a motion.

General Manager Mike Davies stated he would request that the Board select one proposal of the two posed options to prevent two Scopes of Work.

Director Ashley Porter made a motion to bring more details regarding the option for the \$104,500 remodel to the next Regular Board Meeting.

Motion second by Director Kevin Graves.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Bill Mayer and Ashley Porter)  
October 7, 2020.

Director Bill Mayer updated Board with Town's request to cancel Committee Meeting on December 2, 2020 due to holidays and staff's time off. Advised the Town will hold a Special Finance Committee Meeting on November 18, 2020 at 6:00 p.m. to avoid such a large gap between meetings. Prop 68 funds were also discussed and this item will go to the Parks and Recreation Committee for discussion.

- b. Internal Communications Committee Meeting (Committee Members Kevin Graves and Ashley Porter) October 7, 2020.

Director Kevin Graves advised that the Town discussed the option to establish an updated and restated Employee Personnel Manual. Town staff also requested to cancel the Internal Communications Meetings on December 2, 2020 and January 6, 2021 due to holidays.

- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)  
October 7, 2020.

Director Bill Mayer gave update of Well 8 status and Urban Water Management Plan.

2. Other Reportable Items.

**K. CORRESPONDENCE RECEIVED (Information Only)**

**L. FUTURE AGENDA ITEMS**

**M. ADJOURNMENT**

1. Adjourned at 7:51p.m. to the next regular meeting of October 21, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

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